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Contract Database Metadata Elements

Title: **City of Rome and City Hall Employees, City of Rome Unit, CSEA, Local 1000, AFSCME, AFL-CIO (2003)**

Employer Name: **City of Rome**

Union: **City Hall Employees, City of Rome Unit, CSEA, AFSCME, AFL-CIO**

Local: **1000**

Effective Date: **01/01/03**

Expiration Date: **12/31/05**

PERB ID Number: **6915**

Unit Size:

Number of Pages: **46**

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WC/6915

AGREEMENT

THE CITY OF ROME, NEW YORK

AND

**THE CITY OF ROME UNIT
CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**

JANUARY 1, 2003 – DECEMBER 31, 2005

**RECEIVED
NYS PUBLIC EMPLOYMENT
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AGREEMENT BETWEEN
THE CITY OF ROME, NEW YORK
AND
CITY OF ROME UNIT
CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

THIS AGREEMENT, is made this 4TH day of April, 2003, between the City of Rome, New York, a municipal corporation organized and existing under the laws of the State of New York (hereinafter referred to as the "City" and Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, the recognized union, by the City of Rome Unit, (hereinafter, referred to as the "Association") contracting for and on behalf of the City Hall employees, witnesseth:

1. PURPOSE AND INTENT

It is the purpose and intent of this agreement to promote better personnel and economic relations between the City and the employees of City Hall in the various departments and respective jurisdictions, in order to fulfill the obligations of both parties to render honest, courteous and efficient services, and to set forth therein basic conditions covering rates of pay, fringe benefits, holidays, overtime.

The term "Association" when used in this agreement shall further mean and include employees of City Hall and its respective jurisdiction in the Water Department, City Yard, Streets Department, Traffic Department, Electrical Department, Parks Department, Animal Control, and civilian employees of the Police and Fire Departments, excluding all appointed officers and Managerial/Confidential employees.

2. BARGAINING AGENT

- A. The City recognizes the Association as the sole collective bargaining agent in respect to rates of pay and conditions of employment for employees of the bargaining unit defined in Article I. The Association hereby agrees not to engage in a strike or cause, instigate, encourage or condone a strike or other concerted stoppage or slowdown of work.
- B. The City recognizes the right of the employees to become members of the Civil Service Association, and will not interfere with their rights to do, or remain in such membership. The City, through its officers, officials, or agents, or otherwise, shall practice no discrimination, interference, restraint or coercion in respect to the members.

3. MAINTENANCE OF MEMBERSHIP

- A. Employees covered by this Agreement at the time it becomes effective and who are members of the Association at that time and employees who become members after the signing of this Agreement shall maintain membership in the union for the duration of this Agreement.
- B. An employee who shall tender to the Association an amount equal to the initiation fee and the periodic dues uniformly required as a condition of acquiring or retaining membership, shall be deemed to meet the conditions of this section.

4. PAYROLL DEDUCTION OF DUES

- A. The Civil Service Employees Association, Inc., shall have the exclusive rights to payroll deduction of dues and current union sponsored insurance and benefit program premiums for employees covered by this agreement. Such dues and premiums shall be remitted to the Civil Service Employees Association, Inc., 143 Washington Avenue, Capital Station, P.O. Box 7125, Albany, New York 12201 on a payroll period basis.
- B. Withdrawals of said dues deduction or authorization cards must be made in the following manner:
 - 1. The employee makes the request in writing submitting same to Fiscal Officer of the Local Association not less than sixty (60) days advance notice.
 - 2. The Fiscal Officer of the local Association shall, at the termination of sixty (60) days, so notify the Fiscal Officer of the City of such withdrawal.
- C. Any employee who is not a union member shall pay to the union each month a service charge which will be called an Agency Shop fee. Such Agency Shop fee shall be an amount equal to the regular monthly dues of the union. The employer agrees to deduct Agency Shop fees each pay period from the pay of employees. The aggregate total of such deduction shall be remitted each month to the designated financial officer of the union together with a list of people from whom Agency Shop fees have been deducted on or before the tenth of every month.

- D. The employer agrees to deduct Agency Shop fees or Membership Dues from part-time employees as of ratification of this agreement by both parties. The aggregate total of such deduction shall be remitted each month to the designated financial officer of the union together with a list of people from whom Agency Shop fees or Membership Dues have been deducted on or before the tenth of every month.

5. WORK DAYS AND HOURS; PART-TIME EMPLOYEES

- A. All regular full-time work day shall consist of eight (8) consecutive hours scheduled between the hours of 8:30 a.m. and 4:30 p.m., with one (1) hour off for lunch.
- B. All regular full-time employees of the Frank Clark Water Filtration Facility, City Yard, Streets Department, Water Shop (who generally supervise 1088 employees), Central Maintenance and the position of Fire Department Supervisor-Division of Maintenance Mechanic work day shall consist of eight (8) consecutive hours within a twenty-four (24) hour period to be scheduled within a work week commencing at 12:00 a.m. Saturday morning through 12:00 a.m. the subsequent Saturday morning.
- C. Employees covered: All bargaining unit members.
- D. Unless specifically agreed to and authorized by the City of Rome prior to January 1, 2003, all regular part-time employees hired after December 31, 1997, and working no more than twenty (20) hours per week and four (4) hours per day are expressly exempt from any benefits otherwise offered to full-time unit employees. However, effective January 1, 2003, part-time unit employees shall be entitled to pay increases in accordance with this collective bargaining agreement. For the purposes of this section, a part-time employee shall not become entitled to the benefits of a full-time employee by virtue of working overtime or being on call.

6. DRESS AND GROOMING CODE

I. GENERAL

Each employee is expected to dress appropriately for their job. As both employees and representatives of the City of Rome, and in that we are in constant direct contact with residents of, and visitors to our City, it is critical that an appropriate and professional appearance be maintained by each employee.

II. DRESS POLICY FOR OFFICE PERSONNEL

In order that the City of Rome may project a professional image within the government environment and to our visitors, all employees are expected to dress in appropriate business attire.

Business attire may include, for example, business suits, dress jackets, dress shirts and ties, dress pants, dresses and foot apparel to reflect the individual dress. Appropriate business attire does not include, as examples, ripped or torn clothing, blue jeans, casual and/or tee-shirts, halter tops, mini-skirts, sneakers and flip-flops.

III. UNIFORMED PERSONNEL

Those employees who are required to wear uniforms by the terms of their collective bargaining agreements shall wear and maintain same in accordance with the terms and conditions of their respective labor agreements. At minimum, however, such uniforms shall be maintained in a clean and repaired manner at all times.

IV. GROOMING

Unless specifically provided for in the collective bargaining unit of an individual employee of the City of Rome, or in addition thereto, it shall be expected that each employee practice personal hygiene, and that the male employees maintain their beards in a neat manner.

V. ENFORCEMENT

It is the responsibility of each Department Head or Supervisor to communicate, monitor and enforce the dress policy as it pertains to their department(s). This policy applies to all City of Rome employees.

VI. COMMUNICATION/QUESTIONS

If an employee feels that the dress requirements for their department are unreasonable, they are encouraged to use the open door policy of the Personnel Officer, to communicate their feelings to management, and attempt to reconcile, where appropriate, any differences that may exist.

VII. GRIEVANCE PROCESS

If an employee is disciplined as a result of their attire or objects to the limitations imposed upon them by their supervisor, and their differences cannot be reconciled by the Personnel Director, they may grieve their dispute in writing within five (5) days from the time of the disciplinary action. For the limited purposes of this section only, the grievance shall proceed immediately to the Step II level of the grievance process.

7. FIELD WORKER UNIFORM PROVISIONS

A. APPLICABLE DEPARTMENTS

1. Codes
2. Electrical
3. Animal Control
4. Neighborhood Improvement Program
5. Water Shop
6. City Yard
7. Water Pollution Control
8. Water Filtration Facility

B. UNIFORM ALLOTMENT AND GUIDELINES

1. New or existing permanent employees of the City of Rome, in the above-mentioned departments, will receive three (3) pairs of either "Dickies", "Dockers", "Carharts" or other acceptable pants, three (3) short sleeve and three (3) long sleeve shirts, and one (1) winter jacket during the first year of this contract; one (1) all-season jacket during the second year of this contract; and no jacket to be provided during the third year of this contract. The City will not provide "blue jeans" to an employee as part of their uniform allotment. However, if an employee wishes to wear blue jeans in their employment, they may elect in writing the option to do so. Should an employee choose this option, the City of Rome will not provide or pay for any pants to the employee. The employee will, however, continue to receive the other portions of the allotted uniform, and shall be required to wear same. This option may be reconsidered annually, during the first two (2) weeks of January. If an employee accepts the City's pant allotment they may not at any time wear blue jeans during work hours.

2. The City clothing allotment must be worn on the job and shall be worn for work only.
3. Each employee shall be responsible for keeping their uniforms clean and repaired at all times. Such uniforms shall be replaced with normal wear and tear. The City agrees that, at minimum, the uniform allotment of each employee covered by these provisions shall be reviewed every two (2) years, with new clothes issued where appropriate.
4. The type of materials to be used for the clothing allotment shall be decided upon by the City, with the understanding that the input and recommendations of the Union employees working in each of the department units will be taken into consideration.
5. All uniforms, bearing the City of Rome insignia or patch with the City of Rome insignia shall be turned in at the time a replacement uniform is requested or at the time of termination from the City employ, to their immediate supervisor.
6. Employees working in City Hall must follow the City Hall dress code during the non-construction season and during those days during the construction season when the employee is required to work in City Hall.
7. All City employees working in the field shall be required to wear for public display a City of Rome photo I.D., or have the "City of Rome" insignia on their uniforms with alternative City identification. The employee shall not be responsible for lost photo I.D.'s if lost during the course of their job duties and functions.

8. OVERTIME

A. Compensatory time shall be granted to an employee for overtime worked, with the approval of his/her department head and with the Mayor's approval after the department head, at the earliest available time after the work occurred, but within the year accumulated, with the exception that there shall be allowed five (5) days compensatory time carry-over to the next year. Additional compensatory carry-over must be approved by the Mayor.

B. Compensatory time accumulated over forty (40) hours will be paid down to forty (40) hours upon the request of the employee. Said payments shall be made in July and December of each year. No employee shall be permitted to carry over more than five (5) days compensatory time to the next year. This provision shall not prejudice any outstanding grievance relating to the payment of compensatory time.

9. STATUS

All rules and regulations of Section 4.5 of the Civil Service Law shall govern concerning employee's status, probationary terms, interdepartmental and interinstitutional promotions, transfers, temporary or provisional services, removal during probationary terms and other sections of the above-mentioned rules and regulations.

The City shall furnish the Association President the name, item number, work location and date of hire of all new employees. Such information is to be provided on a quarterly basis. In addition, the City shall furnish the Association President a listing of employees whose employment with the City is terminated. Such information is also to be provided on a quarterly basis.

10. MANAGEMENT RESPONSIBILITIES

The normal functions of management and the direction of the working force including, but not limited to the hiring of employees, the suspending, discharging, or otherwise disciplining employees, the establishing of reasonable rules and regulations, the assigning of personnel and the scheduling of work, the determination of methods and means of operation, and the control and regulation and use of all equipment, are exclusive functions of the City subject to the provisions of this Agreement and the applicable State and Local laws.

EMPLOYEE EVALUATIONS:

(A) The purpose of employee evaluations shall be to evaluate employee performance. All evaluations shall be in writing on a standard evaluation form developed by the parties.

(B) An employee shall be presented with the standard evaluation form and these procedures during the employee's initial employment orientation. All new employees must be informed of evaluations and sign off to the fact that they are informed.

(C) A newly hired employee shall be evaluated during their probationary period and annually thereafter.

(D) All employees shall be evaluated by their immediate supervisor on a yearly basis.

(E) All employees shall be rated on a scale of one to ten (1 to 10) with a written statement as to the reason for the rating.

(F) The employee's immediate supervisor shall meet with the employee at least twenty-four (24) hours prior to the evaluation to explain the objectives of the evaluation.

(G) Within five (5) days after an evaluation, the immediate supervisor shall meet with the employee to review the evaluation report. The employee shall be given a copy of the evaluation report at least twenty-four (24) hours prior to said meeting. Should deficiencies be recorded in the performance of the employee, the employee shall be provided with specific reasonable written recommendations for improvement.

(H) All employees shall be allowed to place a response of reasonable length to anything contained within the evaluation report which such employee deems to be adverse. Such written response shall be attached to the evaluation report.

(I) An employee shall have the right to appeal an "Unsatisfactory Performance" rating, within fifteen (15) calendar days of receipt of the rating, to the City Appeals Board on forms provided by the City. A hearing on such appeal shall be conducted within sixty (60) days of receipt of the appeal.

(J) Appellants shall have the right to CSEA designated representation throughout the appeals process.

(K) The Appeals Board shall consist of a three (3) person panel to hear and decide upon appeals from ratings of "Unsatisfactory". The first member of the Appeals Board is to be appointed by the CSEA Union. The second member is to be appointed by the Employer. The third member will be a neutral party selected by the mutual agreement of the two appointed members. The City Appeals Board shall issue a written decision within thirty (30) calendar days after conducting a hearing on such appeal.

(L) There shall be only one official personal history folder maintained for any employee and it shall contain copies of personnel transactions, official correspondence with the employee, and written performance ratings concerning the employee.

11. PERSONAL INDEMNIFICATION

The City shall hold its employees harmless against any and all claims, demands, suits and any other forms of liability that may arise from, or by reason of, any action taken by the employee in the performance of his/her job duties. For purposes of this section, City responsibility for the defense of and liability for employee conduct shall apply only to actions of an employee taken within the scope of their job duties and responsibilities.

12. HOLIDAYS

A. The following holidays shall be observed as legal holidays and days off with pay during the years 2003, 2004 and 2005: Christmas Day, New Year's Day, Memorial Day, Independence Day, Election Day, Veteran's Day, Labor Day, Thanksgiving Day, all day Good Friday, Washington's Birthday, Columbus Day, the Friday following Thanksgiving Day, and Martin Luther King Day.

Effective November 1994, the Election Day holiday shall become a floating holiday which may be taken subject to the staffing levels of the department and upon reasonable notice to management.

Effective April 2003, the Good Friday holiday shall become a floating holiday which may be taken subject to the staffing levels of the department and upon reasonable notice to management.

If a holiday falls on Saturday, then the holiday is observed on Friday; and if it falls on Sunday, the following Monday is a holiday with pay. All employees must work the day before and the day after a holiday unless properly excused.

B. All regular full-time employees of the Frank Clark Water Filtration Facility shall be entitled to floating holidays and days off in those instances in which their work schedules coincide with the aforementioned recognized holidays as set forth in paragraph A. Such floating holidays must be taken during the fiscal year in which they are earned, and shall be scheduled by an employee only with the approval of the department head. All floating holidays will be taken on the day shift only.

13. PERSONAL LEAVE

All employees shall be entitled to five (5) personal leave days per contract year. Commencing upon the mutual ratification date of the 1994-1996 Agreement and continuing thereafter, all new hires shall accrue personal leave days at the rate of three (3) days per year until the completion of the third year. Thereafter, personal leave days shall be accrued at the rate of five (5) days per year. First year to be pro-rated as follows: If hired prior to May 1st – three (3) days, May 1st thru August 31st - two (2) days and after August 31st – one (1) day.

These days may be used in one-half (1/2) day intervals. If not used during any year, they are not accumulative, nor can they be added to annual leave time. They may, however, be added to accumulated sick leave. The employee must give at least twenty-four (24) hours notice that he is taking a personal leave day, unless an emergency arises. A personal leave day shall not be withheld from the employee unless there is a bona fide reason.

Personal leave will be compensated to employees who retire, or are totally disabled or die at any time during the year.

14. EXCUSED ABSENCES

The City will excuse an employee if absent because of a duly scheduled vacation, required compensated court appearance, Union business, death in the immediate family, bona fide illness and conference. Said conferences to be subject to the approval of either the Mayor or the Common Council as has been past practice.

A. The employee shall be granted three (3) days off work to attend the funeral of a member of the immediate family, providing the deceased is a mother, father, present mother-in-law, present father-in-law, son, daughter, son-in-law, daughter-in-law, grandmother, grandfather, wife, husband, brother, sister, brother-in-law, or sister-in-law. At the discretion of the Personnel Manager or designee, with a recommendation of the department head, and their written consent, an employee may be granted more than three (3) bereavement days, depending on the circumstances of the death.

B. An employee, claiming funeral leave authorized in subsection (A) above, must attend the funeral of the deceased, or the claim will be disallowed.

C. An employee who serves as the City Hall CSEA representative shall be granted up to five (5) days total per year for CSEA business.

15. EDUCATION AND TRAINING

The City agrees to reimburse each employee for the opportunity to take outside educational courses relevant to their position and job duties with the City, subject to the following terms and conditions:

- a. Courses must be specifically job-related and taken to improve on-the-job performance;
- b. To be considered for reimbursement, the employee must first obtain written approval from his/her department head;
- c. The employee must acceptably complete such course with a grade of C+ or better or "Pass";
- d. The course or class taken must be given by a N.Y.S. Education Department accredited institution;
- e. No one employee may take more than two (2) courses annually;
- f. The City of Rome will reimburse up to three hundred (\$300.00) dollars per course;
- g. No course is to be taken during normal working hours;
- h. Course approval or denial is a non-grievable issue.

16. HOSPITALIZATION INSURANCE

A. The employer will provide, at no cost to the employee, (provided however, that any new employee permanently employed after December 31, 1984, shall contribute 25% of the cost of the health plan) a single contract, with or without dependents, and a family contract providing full medical, surgical and major medical benefits under the Blue Cross/Blue Shield Ultra Blue 17 and major medical expense program supplemental to Blue Cross and Blue Shield, with Vision Endorsement and Dental Endorsement (however, effective January 1, 1984, there shall be a one thousand two hundred fifty (\$1,250.00) dollar limitation on dental endorsement benefits for each member and for each of his/her dependents). Benefit levels will not be reduced because of change in carrier.

B. The Employer will provide, at no cost to the retiree (provided, however, that any new hires permanently employed after December 31, 1984, and who thereafter retires, shall contribute 25% of the cost of the health plan) medical, surgical and major medical benefits including Dental and Optical Endorsement (however, there shall be a one hundred (\$100.00) dollar deductible per current City plan, and there shall be a one thousand two hundred fifty (\$1,250.00) dollar limitation on dental endorsement benefits for each retiree and for each of his/her dependents). Upon the death of the retiree, the retiree's spouse may maintain said hospitalization program for himself/herself and for the retiree's dependent only upon payment of the full cost therefore, and only so long as

same is permitted by the insurer. If the retirees' spouse is also retired from the City of Rome he/she will maintain the same insurance at the same cost as their spouse that has died.

C. The Employer shall have the option to change health insurance carriers provided that all benefits of the new carrier are equal to or better than the benefits now being provided.

D. Any employee may voluntarily enroll in the Blue Cross Point of Service Plan, instead of the traditional indemnity plan.

E. A fifteen-dollar (\$15.00) co-pay (with deductible) shall be applied for any brand name prescriptions filled. There shall be no co-pay under this section in the following circumstances: where prescriptions are filled with the generic equivalent; where there is no generic equivalent available; and/or where the physician has specified that the brand name prescription be "dispensed as written".

F. For all new employees hired after January 1, 2003, the employee will contribute twenty percent (20%) of all covered medical expenses subject to a coinsurance provision which are incurred during each calendar year, up to a yearly maximum of two thousand dollars (\$2,000.00). After the yearly maximum is met, the employer will pay one hundred percent (100%) of the covered medical costs for the remainder of the calendar year. New employees hired after January 1, 2003, will not be entitled to a lifetime coinsurance maximum.

17. WAIVER OF CITY OF ROME HEALTH INSURANCE BENEFITS

The City will pay in a single payment on the first payday of December of each year of the contract period a lump-sum payment to any active employee who would qualify for coverage under the City Health Insurance Plan, providing that the employee does not join the Plan, or if previously covered, has terminated coverage for a period of eleven (11) consecutive months prior to December of any year. The lump-sum payment will reflect the type of coverage the employee has opted to waive; individual or dependent/family. Waivers must be signed during the open enrollment period, during which period any employee who has previously waived coverage may re-enroll.

LUMP SUM PAYMENT SCHEDULE:

Individual/single: \$ 800.00 (eight hundred dollars)

Dependent/family: \$1,200.00 (one thousand two hundred dollars)

Employees who opt to join/rejoin the insurance program after having opted out of it for five (5) years or longer shall return at the then existing rate of contribution. To qualify for insurance benefits at time of retirement, an employee must be part of the City's insurance program for a minimum of three (3) years or more in succession immediately prior to their date of retirement.

An employee's spouse, if employed by the City, cannot opt for coverage if employee chooses this option.

18. VACATIONS

A. Paid vacations for employees covered by this contract shall be as follows:

FIRST YEAR	FIVE (5) WORKING DAYS, IF HIRED PRIOR TO MAY AND TWO AND ONE HALF DAYS (2 ½) IF HIRED PRIOR TO SEPTEMBER 1 ST , BUT AFTER MAY 1 ST .
SECOND YEAR	FIVE (5) WORKING DAYS EACH YEAR.
THIRD THROUGH FIFTH YEAR	TEN (10) WORKING DAYS EACH YEAR.
SIXTH THROUGH FIFTEENTH YEAR	FIFTEEN (15) WORKING DAYS EACH YEAR.
SIXTEENTH YEAR	SIXTEEN (16) WORKING DAYS EACH YEAR.
SEVENTEENTH YEAR	SEVENTEEN (17) WORKING DAYS EACH YEAR.
EIGHTEENTH YEAR	EIGHTEEN (18) WORKING DAYS EACH YEAR.
NINETEENTH YEAR	NINETEEN (19) WORKING DAYS EACH YEAR.
TWENTIETH YEAR	TWENTY (20) WORKING DAYS EACH YEAR.

TWENTY-FIRST YEAR AND AFTER – In addition to the vacation period above mentioned, said employee, during his/her twenty-first year and thereafter, will be entitled to one additional personal leave day in addition to the personal leave days received at present, as outlined in Section 13 of this Agreement.

B. For establishment of a year of service in computing total years worked, the September 1st date will be the governing factor. Therefore, a person hired prior to September 1st, will count that initial year as a year of service for computing vacation after the first two years.

C. All years of service will be recognized. On termination for any other reasons than retirement, permanent disability or death, the following schedule shall be adhered to, based on the calendar year:

Less than three (3) months	Zero (0) vacation days
Three (3) to six (6) months	Twenty percent (20)% vacation days
Six (6) to nine (9) months	Fifty percent (50)% vacation days
Over nine (9) months	One hundred percent (100)% vacation days

Full vacations will be compensated to employees who retire, or are totally disabled or die any time during the year.

D. Vacations shall be granted at the time requested by the employee. However, if the nature of the work makes it necessary to limit the number of employees on vacation at the same time, an employee with the greater seniority shall be given his/her choice of vacation periods in the event of any conflict over vacation periods. Seniority shall take place in the department in which the employee is employed.

E. An employee desiring to take his vacation period immediately following January 1st of that year, he/she may do so by making appropriate application to the department head. Thus, vacation at this time may be taken only upon approval of the department head.

F. If unearned vacation is taken and employee decides to terminate his/her employment, the amount equal to time will be deducted from his/her last pay.

G. Vacation periods may be used in split period by making application to the department head. However, no employee will be allowed to be absent from work, whether on vacation, compensatory time or a combination of both for more than three (3) consecutive weeks without the express permission of the Mayor. Effective January 1, 1984, fifteen (15) working days may be carried from one year to the next; effective January 1, 1985, twenty (20) days may be carried from one year to the next. All vacation time shall be compensated at the time of termination at the employee's then current per diem rate to a maximum of forty (40) days.

19. SICK LEAVE

A. Employees covered by this contract shall receive one and one half (1 ½) days sick leave for each month of service from date of employment. Sick leave shall be allowed to accumulate indefinitely, but shall be terminated at the separation of employment. In addition, any unused personal leave shall be added to accumulated sick leave. All employees hired after the mutual ratification date of the 1994-1996 Agreement shall accrue sick leave days at the rate of one (1) day per month until the completion of the third year. Thereafter, sick leave days shall be accrued at the rate of one and one half (1 1/2) sick days per month.

B. However, in questionable circumstances, such as repetitive taking of sick leave before or after holidays, vacations, personal leave days or pay days, an employee may be required to justify the sick leave of any length of time by providing a medical certificate. Further, a medical certificate shall be required for any sick leave observed beyond the third consecutive day of absence. Such documentation will be furnished to the employer on or before the fourth day the absence is observed.

C. Compensation and sick leave: If injured on the job, the City will pay the difference between compensation payment and salary if sick time has been accumulated. If no sick time has been accumulated, employee will receive only compensation benefits.

D. A maximum of six (6) sick days per year of the eighteen (18) yearly sick days may be used for illness within the immediate family that requires the employee's bedside care. For the purpose of this section, immediate family shall be defined as: the employee's spouse, child, parents.

E. All unused sick time shall be compensated at the time of retirement according to the following schedules:

(a) Option 1: Employees may use one hundred sixty-five (165) days of their unused sick leave towards Plan 41-J, at the time of retirement. Any additional unused sick leave shall be compensated at a rate of twenty-five (\$25.00) dollars per day for each unused day.

(b) Option 2: All unused sick leave shall be compensated at the time of retirement or death at the rate of fifteen (\$15.00) dollars per day for each unused day.

F. All notices of discipline based solely on time and attendance (sick leave abuse), including tardiness, shall be subject to the grievance article.

G. Leave Donation: The intent of the Leave Donation Program is to provide a means of assisting employees who, because of long-term personal illness, have exhausted their sick leave credits and would otherwise be subject to a severe loss of income during a continuing absence from work.

(1) Eligibility Criteria – Donors

In order to donate sick leave credits an employee must: (a) be employed with the City of Rome for a minimum of one year; (b) have a minimum sick leave balance of at least ten (10) days after making the donation; (c) donor identity is kept strictly confidential.

(2) Eligibility Criteria – Recipients

In order to receive donated sick leave credits, an employee must: (a) have exhausted all sick leave credits; (b) be absent due to a non-occupational personal illness or disability for which medical documentation satisfactory to the Employer is submitted as required; (c) be employed by the City for a minimum of one year.

(3) There is no limit on the number of times an eligible donor may make donations. Donated credits not used by recipients are returned to the donor.

(4) There is no maximum number of days which a recipient employee may accept, provided, however that donated credits cannot be used to extend employment beyond the point it would otherwise end by operation of law, rule or regulation. There is no maximum number of donors from whom an eligible employee may accept donations.

(5) An employee's continuing eligibility to participate in this program must be reviewed by the City at least every thirty (30) days based on current standards as to what constitutes satisfactory medical documentation.

(6) Donations may be solicited by the recipient employee, by co-workers on his or her behalf, or by local union representatives.

(7) Employer is responsible for verifying medical documentation, reviewing eligibility requirements, approving and processing donations, confirming employee acceptance of donations and transferring credits.

20. JURY DUTY

An employee subpoenaed for jury duty, whether or not he/she actually serves as a juror, shall receive his/her regular pay, less the amount of any sums, not including

mileage, received as a jury fee. If an employee is subpoenaed for jury duty but is excused or does not have to appear on a day certain, the employee will be required to work during that period of time at his/her regular occupation with the City of Rome.

21. LIFE INSURANCE

All members may be covered by an eight thousand (\$8,000.00) dollar Life Insurance Policy. The cost of which shall be shared equally by the employee and the employer, with coverage of four thousand (\$4,000.00) dollars for spouse and one thousand (\$1,000.00) dollars for each dependent; all retired members (whether currently retired or retired on or after January 1, 1984), may be covered by a four thousand (\$4,000.00) dollar Life Insurance Policy, the cost of which shall be shared equally by the retiree and the employer, with coverage of two thousand (\$2,000.00) dollars for spouse and one thousand (\$1,000.00) dollars for each dependent. The parties agree to negotiate any changes to the current life insurance system in the future.

22. PERSONNEL FILES

Upon request and at reasonable intervals of time, an employee shall be permitted to examine his/her official personnel file. There shall be only one such official file for each employee.

No disciplinary and evaluation material shall be placed in the file unless the employee has had an opportunity to read the material and affix his/her signature to the actual copy to be filed, with the understanding that such signature merely signifies that the employee has read the material to be filed and does not necessarily indicate agreement with its contents.

The employee shall have the right to answer any material filed, and his/her answer shall be attached to the filed copy.

23. GRIEVANCE PROCEDURE AND DISCIPLINARY PROCEDURE

A. Any grievance involving the application or interpretation of this Agreement shall be settled in the following manner and within the time period specified or it will be considered to have been abandoned; with the understanding that if the City representative should fail to render a decision within the time limit provided in each step of the grievance procedure, the grievance shall be automatically processed at the next step of the procedure. An employee shall not be coerced, intimidated or suffer any reprisals either directly or indirectly that may adversely affect his/her hours, wages or working conditions as a result of the exercise of his/her rights under this article. A union member shall be entitled to representation by CSEA throughout the grievance procedure.

STEP I.

The employee or CSEA shall present the grievance in writing to the employee's immediate supervisor not more than thirty (30) calendar days after the date on which the grievance occurred. The immediate supervisor shall reply in writing to the employee within five (5) working days.

STEP II.

In the event that the immediate supervisor's reply is unsatisfactory, a request may be made within five (5) working days of the receipt of the reply for a hearing before the Mayor, (in the event of absence of Mayor for entire five (5) day period the Director of Personnel or City Treasurer shall act as Hearing Officer) such hearing will be held within ten (10) working days and the reply will be given within five (5) working days of the date of the hearing. Where no mutually agreeable solution is arrived at this step, through a hearing with the Mayor, or as a result of the Mayor's failure to reply to the grievance, the employee may then, within five (5) working days, request that the matter go to Step III.

STEP III. APPELLATE STAGE

- a. In the event the employee or association wishes to appeal the decision reached at the second step, a demand for arbitration shall be presented to the mayor within five (5) days of receipt of the second stage decision. The Mayor shall, within ten (10) days of the receipt of request for arbitration, request the Public Employment Relations Board to furnish a list of arbitrators in accordance with their procedures. The two parties shall comply with these procedures in the selection of an arbitrator. The arbitrator shall hear the appeal of both parties and render a decision within a thirty (30) day period.
- b. Costs, fees or expenses for arbitration proceedings will be borne by the losing party.

B. Discipline for incompetency or misconduct shall be subject to the grievance article. The burden of proof shall rest upon the employer. The employee and the CSEA Unit President shall be sent all notices of discipline by registered mail and shall contain the specific alleged acts and conduct including reference to dates, times and places. The employee also has the right to refuse to sign a resignation, and if coerced or denied representation, said resignation shall be null and void.

24. PENSION PLAN

Employees who are members of 75(g) of the New York State Retirement System are:

1. 1st Tier – Those persons who last became members on or before June 30, 1973.
2. 2nd Tier – Those persons who last became members on or after July 1, 1973.
3. 3rd Tier – Those persons who last became members on or after July 1, 1976.
4. 4th Tier – Those persons who last became members on or after September 1, 1983.

The parties agree to implement Plan 41J for all tiers upon ratification by both parties and then as soon as practical.

25. PAY INCREASES

Effective January 1, 2003, all employees will receive a pay increase of three percent (3%) applied retroactively.

Effective January 1, 2004, all employees will receive a pay increase of three and one quarter percent (3.25%).

Effective January 1, 2005, all employees will receive a pay increase of three and three quarters percent (3.75%).

All due increments will be honored.

Employees who are promoted to a position in a higher pay grade will receive a rate, effective the pay period following the date of promotion, which is determined as follows:

1. If the employee's rate on his/her former job is equal to any step rate in the new job grade, he/she will be paid a rate in the new pay grade in the City's sole discretion but in no event less than one full step above his/her former rate, not to exceed the maximum rate in the new pay grade.
2. If the employee's rate on his/her former job falls between two step rates in the new pay grade, he/she will be paid a rate in the City's sole discretion but in no event less than one full step above the higher of said two step rates and not to exceed the maximum rate of the new pay grade.

26. LONGEVITY

Longevity benefits shall be as follows:

Fifth year	\$425.00
Ten years	\$725.00
Fifteen years	\$825.00
Twenty years	\$925.00

Payment shall be made on the first payday in December of the calendar year in which the anniversary date of the employee falls, and such payment shall be made for the entire year, and shall be paid in a separate check. Longevity benefits will be compensated to employees who retire, or are totally disabled or die at any time during the year. The longevity benefit will be paid to employees who resign from service or leave due to layoff, so long as their anniversary date has passed.

27. PARKING

All employees who drive regularly to City Hall shall be entitled to two hundred thirty dollars (\$230.00) per year to be used for parking costs (vouchered), effective January 1, 2001.

28. MILEAGE

Mileage for City use of private cars shall be the cents per mile permitted for Income Tax deductions by the Federal Internal Revenue Service as of January 1st of each year. The rate as set each January 1st shall prevail for that complete calendar year.

29. PROMOTIONAL EXAMINATION

Department Heads shall try to fill vacancies by use of promotional exams whenever feasible. The promotional exams shall be regulated by the Civil Service Law. If promotional exams are not feasible, then vacancies will be filled by use of the Civil Service Law.

Provisional and Temporary Appointments – Whenever possible, provisional and temporary appointments to jobs within the bargaining unit (except in the case of Department Heads), shall be offered to qualified persons of the bargaining unit. For promotions, the City will select one of the top three (3) bargaining unit employees with the most seniority. Any promotions in non-competitive or labor class positions will be filled by the use of strict seniority within the bargaining unit. If there is not a qualified member of the bargaining unit accepting, then the City may fill the vacancy from outside, free from criticism.

30. JOB POSTING

A notice of any permanent vacancy shall be posted on the appropriate bulletin boards for at least five (5) working days prior to filling such vacancy.

The notice will contain the following information:

1. Classification Title
2. Salary or wage rate
3. Department in which vacancy exists
4. Work site
5. Shift
6. A brief description of the qualifications and functions

The City will post all promotional opportunities so that employees may have an opportunity to apply for such positions.

A copy of all vacancy and promotional notices shall be given to the Association President as soon as practicable prior to the posting of such notices.

31(A). LEAVE OF ABSENCE

Employees who work part of the year, and are on leave of absence for the remainder of the year, shall receive pro-rata sick and vacation time credit for time worked; employees shall not accumulate credit time for longevity while on a leave of absence.

A. Application for Leave

(1) Any request for a leave of absence shall be submitted by the employee to his/her immediate supervisor. The request must state the reason for the leave of absence.

(2) Authorization for a leave of absence shall be furnished to the employee by the Mayor of the City of Rome and such authorization shall be done promptly.

(3) A request for a short leave of absence, not exceeding one (1) month, shall be answered within five (5) days. A request for leave of absence exceeding one (1) month shall be answered in ten (10) days.

31(B). MATERNITY/PATERNITY LEAVE

An employee who becomes pregnant or if the spouse of an employee becomes pregnant, or if an employee adopts a child, the employee may take up to a six (6) month

leave of absence, without pay, for the first such pregnancy or adoption, and up to a three (3) month unpaid leave of absence for any subsequent pregnancy or adoption. An employee who takes such a leave of absence shall continue to accrue seniority and medical benefits, but holidays, vacations and other similar benefits shall be pro-rated in accordance with the term of the leave.

31(C). CANCER SCREENING LEAVE

Each employee shall be granted two (2) hours of paid special leave on a calendar year basis. Said special leave can be used solely for the employee to have a mammogram or other exam or screening designed to detect breast cancer or for the employee to have an exam or screening designed to detect prostate cancer. Said special leave shall be provided to an employee upon receipt of a written verification from the medical provider that said examination has occurred. Said special leave shall be in addition to any other paid or unpaid leave set forth in the collective bargaining agreement. If not used during any year, said special leave shall expire and not be accumulative.

32. CIVIC DUTY

Employees subpoenaed to appear before a Court on any matter not related to their work, and in which they are not personally involved as a plaintiff or defendant, shall be granted such leave with pay for the period necessary.

33. GENERAL PROVISIONS

The provisions of this agreement shall be applied equally to all employees in the bargaining unit, without discrimination as to age, sex, marital status, race, color, creed, national origin or political affiliation.

34. TAYLOR LAW

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

35. CONTRACT DURATION

A. This contract is firm and binding for three (3) years becoming effective January 1, 2003, and continuing in force throughout until December 31, 2005.

B. In the event that an impasse is declared and the above mentioned date has passed, all provisions of this contract shall automatically stay in effect.

36. ENTIRE AGREEMENT

This constitutes the entire agreement between the parties and the parties hereto expressly agree that if any of the provisions of this contract are in conflict with the State law, Federal law or the rules and regulations, the laws or the rules and regulations shall apply. This shall not prevent the rest of this contract from continuing on in full force and effect.

37. DISTRIBUTION OF CONTRACT

The City agrees to provide, within a reasonable period of time, a free contract (the New Agreement) to all unit employees upon ratification and approval of this Agreement.

38. DRUG AND ALCOHOL TESTING POLICY

A new Drug and Alcohol Policy and Procedures was negotiated and agreed upon by C.S.E.A. and the City of Rome in 1996. An addendum to said Drug and Alcohol Policy and Procedures was negotiated and agreed upon by C.S.E.A. and the City of Rome on November 19, 2002. Said agreement and addendum are hereby incorporated into this agreement and made a part hereof by reference.

39. SAFETY DEVICES

(A) The City shall implement safety devices for those employees working 2nd and 3rd shifts at the Water Filtration Plant and Sewage Treatment Plant to notify appropriate authorities of emergency situations.

(B) The Employer remains committed to providing and maintaining safe working conditions and to initiating and maintaining operating practices that will safeguard employees in an effort to eliminate the potential of on-the-job injury/illness and resulting Workers Compensation claims.

The City and CSEA will cooperate in the identification of safety hazards, will work mutually toward their elimination or control and strive to insure compliance with safety guidelines and policies established in the interest of providing a safe and healthy workplace.

(C) Employees who are directly exposed to toxic substances as a result of an accident, an incident or a discovery previously undetected by the Employer, shall have the opportunity to be medically screened as appropriate, at Employer's expense.

(D) It is incumbent on the Employer to identify substances used by employees or to which employees are exposed within the workplace. Where a substance is identified as being toxic, prior to any clean-up or removal of the substance the City will determine the nature of the substance, and the safe and recommended method of working with the substance including the appropriate personal protective equipment necessary when working with the identified substance.

(E) Personal protective equipment designed to protect the employee from potential hazard or injury to the head, eye and face, ear, respiratory system, torso, arm, hand and/or fingers, or foot, toe and/or leg, which is officially required by a department, for use by employees shall be supplied by the Employer.

(F) The Employer agrees to restrict, insofar as possible, the scheduling of routine outdoor maintenance work where the ambient temperature is zero degrees or below.

Additionally, the necessity of scheduling routine outdoor maintenance work during periods of extreme wind chill or extreme heat should be carefully evaluated to avoid exposure of employees to the possibility of frost-bite or to possible heat exhaustion, respectively.

Where such work does occur, supervisors and employees should be made aware of the impact of working under such conditions and employees should be informed as to how to protect themselves from the effects of exposure.

(G) Employees who are issued personal protection equipment shall be required to wear said equipment when required by his or her supervisor.

40. OUT-OF-TITLE PAY

(A) The following out-of-title provision shall apply to all employees as provided herein in lieu of the procedure specified in New York State Civil Service Law Section 61. This entire out-of-title provision shall apply to all persons currently subject to Section 61 of the Civil Service Law and, in addition, shall apply to any permanent non-competitive employees and to permanent labor class employees.

(B) No person shall be employed under any title not appropriate to the duties set forth in his or her job description, except under a written assignment for out-of-title work from his or her supervisor during the continuance of a temporary emergency situation.

(C) The term "temporary emergency" shall mean a non-recurring and irregular situation or circumstance of limited, short term duration which might impair the City's goals, interfere with the proper discharge of its responsibilities or present a clear danger

to persons or property. The first five (5) days of any vacation or sick leave which may necessitate out-of-title work shall not be considered a "temporary emergency" for the purpose of compensation for out-of-title work.

(D) No credit shall be granted in a promotional examination for out-of-title work.

(E) Employees assigned to out-of-title work in accordance with this provision shall be covered by Article 11 of the collective bargaining agreement for all out-of-title work performed.

(F) When an employee is assigned to perform the duties of another job title, the employee shall be paid at a higher pay grade for all hours worked in that position. The higher pay grade shall be determined in a manner consistent with the determination of new pay grades upon promotions.

(G) The authority granted by this provision shall not be abused to avoid filling the positions as outlined in Article 30 of the collective bargaining agreement.

(H) Whenever practicable and consistent with program needs, out-of-title assignment shall be based on seniority.

(I) Any dispute which may arise concerning the application, meaning, interpretation or claimed violation of a specific term or provision of this agreement is subject to the grievance procedure of the collective bargaining agreement. In the event a monetary award is issued by an arbitrator, the City shall make every effort to pay the affected employee within a reasonable period of time after the matter has been finalized.

(J) In no event shall an employee be assigned to perform out-of-title work in a position which requires a license that an employee does not possess.

41. USE OF CITY VEHICLES

The parties agree that the following members of CSEA may use City vehicles during non-work hours for the limited purpose of commuting between said employee's respective job locations and said employee's residences: (a) city electrician; (b) City dog warden, when on call; (c) city assistant dog warden, when on call; (d) maintenance man at Kessinger Dam; (e) engineer II; (f) engineer I; and (g) engineer technician, during the time period of March to November. Other than the maintenance man at Kessinger Dam, no CSEA member may use a City vehicle to commute to his or her residence if situated outside the boundaries of the City of Rome.

42. NO SMOKING IN CITY HALL

The parties agree that any prior or existing indoor smoking accommodations within City Hall shall cease and that smoking will not be permitted anywhere within City Hall.

However smoking will be permitted anywhere outside of City Hall provided that such smoking does not interfere with the public's access to City Hall and that any discarded smoking materials be placed in appropriate receptacles supplied by the City of Rome.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first above written.

THE CITY OF ROME, NEW YORK

BY:

JOSEPH A. GRIFFO, MAYOR

THE CIVIL SERVICE EMPLOYEES ASSOCIATION

BY:

CHIEF NEGOTIATOR

BY:

UNIT PRESIDENT

BY:

TEAM

BY:

TEAM

BY:

TEAM

Pursuant to Section 171 of the City Charter, I hereby certify that the City Officer who enacted the subject contract on behalf of the City of Rome had authority and power to so act and that such contract is in proper form and properly executed.

JAMES S. RIZZO, ESQ.
CORPORATION COUNSEL

CSEA
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**CSEA CONTRACT
2003 – 2005 REVISED PAY GRADES**

**BASE GRADES
2003-2005**

91	DISPATCHER CLERK TELEPHONE OPERATOR
93	BENEFIT CLERK TYPIST
94	ACCOUNT CLERK ACCOUNT CLERK-TYPIST ACCOUNT CLERK-STENOGRAPHER COMPUTER OPERATOR
95	RESERVOIR ATTENDANT
96	ASSISTANT DOG WARDEN DEPUTY REGISTRAR OF VITAL STATISTICS
97	SENIOR CLERK SENIOR TYPIST AUDIT CLERK
98	OPERATIONS CLERK
100	SENIOR ACCOUNT CLERK-TYPIST SENIOR ACCOUNT CLERK INTERNAL AUDITOR
101	GROUND MAINTENANCE WORKER WATER FIXTURE INSPECTOR SENIOR CLERK IN PUBLIC WORKS
102	RECREATION SPECIALIST DRAFTSMAN ENGINEER TECHNICIAN MECHANICAL STOCK CLERK SIGN MAINTENANCE MAN DOG WARDEN REGISTRAR OF VITAL STATISTICS

103	ASSESSOR CLERK
104	OPERATOR TRAINEE AT THE WATER FILTRATION PLANT ADMINISTRATIVE ASSISTANT – NEIGHBORHOOD IMPROVEMENT PROGRAM REHABILITATION SPECIALIST HOUSING SPECIALIST PROJECT MANAGER
105	CHIEF CLERK IN THE STREETS DEPARTMENT
106	PLANNING ASSISTANT ASSISTANT MANAGER
107	FIRE DEPARTMENT SUPERVISOR-DIVISION OF MAINTENANCE MECHANIC SENIOR AUTO MECHANIC SIGN MAINTENANCE FOREMAN SENIOR COMPUTER OPERATOR
108	BUYER FINANCE CLERK PROGRAM PROJECT MANAGER
109	ELECTRICAL TECHNICIAN PAYROLL MANAGER SIGNAL ELECTRICIAN JR. SEWER PLANT OPERATOR WATER TREATMENT PLANT OPERATOR
110	WATER AND SEWER MAINTENANCE FOREMAN
111	SENIOR ACTIVITIES PROGRAM COORDINATOR DEPUTY ASSISTANT PURCHASING AGENT SENIOR DRAFTSMAN ENGINEER I PRINCIPAL ACCOUNT CLERK WATER SUPPLY MAINTENANCE SUPERVISOR
112	WORKING SUPERVISOR COMMUNITY DEVELOPMENT SPECIALIST HOUSING INSPECTOR ASSESSOR'S AIDE LABOR FOREMAN

- 113 EXECUTIVE ASSISTANT TO PUBLIC WORKS COMMISSIONER
ROME PARKING AUTHORITY SUPERVISOR
- 114 ASSISTANT CHIEF OPERATOR AT THE WATER
FILTRATION PLANT
RECREATION SUPERVISOR (KENNEDY ARENA)
PLANNING ADMINISTRATOR
ASSISTANT BUS DIRECTOR
PERSONNEL ASSISTANT
REFUSE COLLECTION FOREMAN
EQUIPMENT SERVICE MANAGER
COMMUNITY DEVELOPMENT FINANCE COORDINATOR
- 115 CITY ACCOUNTANT
ELECTRICAL SUPERVISOR
COMMUNITY RELATIONS DIRECTOR/SENIOR AIDES ADM.
ARBORIST
ELECTRICAL FOREMAN
- 116 WATER AND SEWER SUPERVISOR
SUPERVISOR OF STREETS AND SANITATION
DIRECTOR OF EMERGENCY MANAGEMENT
PARK MAINTENANCE SUPERVISOR
ASSISTANT BUILDING INSPECTOR
SENIOR PLANNER
- 117 SEWER PLANT OPERATOR
- 118 PUBLIC WORKS INSPECTOR
DEPUTY SUPERINTENDENT OF STREETS AND SANITATION
PLUMBING & HOUSING INSPECTOR
- 119 PURCHASING AGENT
- 121 CHIEF WATER PLANT OPERATOR
ASSISTANT ADMINISTRATOR OF WATER AND STREETS
DEPARTMENT FOR THE CITY
- 122 CHIEF WASTE WATER PLANT OPERATOR
- 124 CHIEF ADMINISTRATOR OF WATER AND STREETS
DEPARTMENT FOR THE CITY
- 125 DIRECTOR OF INFORMATION SERVICES
SIGNAL ELECTRICIAN SUPERVISOR

126 CITY PLANNER
ASSISTANT WATER AND SEWER SUPERINTENDENT
URBAN PLANNER "701"
SUPERINTENDENT OF PARKS

127 TOURISM DIRECTOR

128 BUS COORDINATOR

129 CHIEF INSPECTOR (BUILDING INSPECTOR)
ENGINEER II
MUNICIPAL PLANNING DIRECTOR
MUNICIPAL BUS DIRECTOR
SUPERINTENDENT OF STREETS AND SANITATION

132 DEPUTY DIRECTOR OF PLANNING, COMMUNITY
DEVELOPMENT & TOURISM

133 SENIOR ENGINEER

135 DIRECTOR OF PARKS AND RECREATION

140 WATER AND WASTE WATER SUPERINTENDENT

143 CITY ENGINEER

2003 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
85	16,910	17,433	17,973	18,683	19,428	20,206	21,019	21,870
86	17,241	17,774	18,324	19,052	19,812	20,607	21,439	22,309
87	17,579	18,123	18,683	19,428	20,206	21,019	21,870	22,759
88	17,926	18,480	19,052	19,812	20,607	21,439	22,309	23,219
89	18,280	18,845	19,428	20,206	21,019	21,870	22,759	23,690
90	18,640	19,217	19,812	20,607	21,439	22,309	23,219	24,171
91	19,012	19,600	20,206	21,019	21,870	22,759	23,690	24,662
92	19,389	19,990	20,607	21,439	22,309	23,219	24,171	25,164
93	19,778	20,389	21,019	21,870	22,759	23,690	24,662	25,680
94	20,173	20,796	21,439	22,309	23,219	24,171	25,164	26,206
95	20,577	21,213	21,870	22,759	23,690	24,662	25,680	26,744
96	20,990	21,639	22,309	23,219	24,171	25,164	26,206	27,296
97	21,414	22,076	22,759	23,690	24,662	25,680	26,744	27,857
98	21,848	22,523	23,219	24,171	25,164	26,206	27,296	28,433
99	22,290	22,980	23,690	24,662	25,680	26,744	27,857	29,021
100	22,744	23,446	24,171	25,164	26,206	27,296	28,433	29,623
101	23,205	23,922	24,662	25,680	26,744	27,857	29,021	30,237
102	23,677	24,410	25,164	26,206	27,296	28,433	29,623	30,865
103	24,163	24,909	25,680	26,744	27,857	29,021	30,237	31,509

2003 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
104	24,657	25,419	26,206	27,296	28,433	29,623	30,865	32,166
105	25,164	25,942	26,744	27,857	29,021	30,237	31,509	32,839
106	25,682	26,476	27,296	28,433	29,623	30,865	32,166	33,530
107	26,210	27,021	27,857	29,021	30,237	31,509	32,839	34,235
108	26,752	27,580	28,433	29,623	30,865	32,166	33,530	34,953
109	27,306	28,150	29,021	30,237	31,509	32,839	34,235	35,690
110	27,873	28,735	29,623	30,865	32,166	33,530	34,953	36,443
111	28,450	29,330	30,237	31,509	32,839	34,235	35,690	37,213
112	29,042	29,940	30,865	32,166	33,530	34,953	36,443	38,000
113	29,646	30,563	31,509	32,839	34,235	35,690	37,213	38,803
114	30,265	31,201	32,166	33,530	34,953	36,443	38,000	39,627
115	30,899	31,854	32,839	34,235	35,690	37,213	38,803	40,467
116	31,548	32,524	33,530	34,953	36,443	38,000	39,627	41,328
117	32,210	33,207	34,235	35,690	37,213	38,803	40,467	42,207
118	32,888	33,905	34,953	36,443	38,000	39,627	41,328	43,106
119	33,582	34,620	35,690	37,213	38,803	40,467	42,207	44,026
120	34,289	35,350	36,443	38,000	39,627	41,328	43,106	44,966
121	35,014	36,096	37,213	38,803	40,467	42,207	44,026	45,930
122	35,754	36,860	38,000	39,627	41,328	43,107	44,966	46,913
123	36,510	37,639	38,803	40,467	42,207	44,026	45,930	47,919

2003 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
124	37,286	38,439	39,627	41,328	43,107	44,966	46,913	48,953
125	38,076	39,253	40,467	42,207	44,026	45,930	47,919	50,001
126	38,885	40,087	41,328	43,107	44,966	46,913	48,953	51,076
127	39,712	40,940	42,207	44,026	45,930	47,919	50,001	52,177
128	40,558	41,813	43,107	44,966	46,913	48,953	51,076	53,301
129	41,425	42,706	44,026	45,930	47,919	50,001	52,177	54,452
130	42,308	43,617	44,966	46,913	48,953	51,076	53,301	55,627
131	43,215	44,552	45,930	47,919	50,001	52,177	54,452	56,830
132	44,140	45,505	46,913	48,953	51,076	53,301	55,627	58,059
133	45,087	46,481	47,919	50,001	52,177	54,452	56,830	59,315
134	46,060	47,484	48,953	51,076	53,301	55,627	58,059	60,601
135	47,045	48,500	50,001	52,177	54,452	56,830	59,315	61,916
136	48,057	49,543	51,076	53,301	55,627	58,059	60,601	63,261
137	49,093	50,611	52,177	54,452	56,830	59,315	61,916	64,636
138	50,151	51,702	53,301	55,627	58,059	60,601	63,261	66,044
139	51,233	52,818	54,452	56,830	59,315	61,916	64,636	67,482
140	52,340	53,959	55,627	58,059	60,601	63,261	66,044	68,951
141	53,471	55,125	56,830	59,315	61,916	64,636	67,482	70,455
142	54,627	56,317	58,059	60,601	63,261	66,044	68,951	71,993

2003 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN</u> <u>STEP</u>	<u>1ST</u> <u>STEP</u>	<u>2ND</u> <u>STEP</u>	<u>3RD</u> <u>STEP</u>	<u>4TH</u> <u>STEP</u>	<u>5TH</u> <u>STEP</u>	<u>6TH</u> <u>STEP</u>	<u>7TH</u> <u>STEP</u>
143	55,809	57,535	59,315	61,916	64,636	67,482	70,455	73,566

2004 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
85	17,460	18,000	18,557	19,290	20,059	20,863	21,702	22,580
86	17,801	18,352	18,919	19,671	20,456	21,277	22,136	23,034
87	18,150	18,712	19,290	20,059	20,863	21,702	22,580	23,499
88	18,509	19,081	19,671	20,456	21,277	22,136	23,034	23,974
89	18,875	19,458	20,059	20,863	21,702	22,580	23,499	24,460
90	19,246	19,842	20,456	21,277	22,136	23,034	23,974	24,957
91	19,630	20,237	20,863	21,702	22,580	23,499	24,460	25,464
92	20,020	20,639	21,277	22,136	23,034	23,974	24,957	25,982
93	20,421	21,052	21,702	22,580	23,499	24,460	25,464	26,514
94	20,828	21,472	22,136	23,034	23,974	24,957	25,982	27,058
95	21,245	21,903	22,580	23,499	24,460	25,464	26,514	27,614
96	21,673	22,342	23,034	23,974	24,957	25,982	27,058	28,183
97	22,110	22,794	23,499	24,460	25,464	26,514	27,614	28,762
98	22,558	23,255	23,974	24,957	25,982	27,058	28,183	29,357
99	23,015	23,727	24,460	25,464	26,514	27,614	28,762	29,964
100	23,483	24,208	24,957	25,982	27,058	28,183	29,357	30,586
101	23,959	24,699	25,464	26,514	27,614	28,762	29,964	31,219
102	24,447	25,203	25,982	27,058	28,183	29,357	30,586	31,869
103	24,948	25,719	26,514	27,614	28,762	29,964	31,219	32,533

2004 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
104	25,458	26,245	27,058	28,183	29,357	30,586	31,869	33,212
105	25,982	26,785	27,614	28,762	29,964	31,219	32,533	33,907
106	26,517	27,337	28,183	29,357	30,586	31,869	33,212	34,620
107	27,062	27,900	28,762	29,964	31,219	32,533	33,907	35,348
108	27,622	28,476	29,357	30,586	31,869	33,212	34,620	36,089
109	28,193	29,065	29,964	31,219	32,533	33,907	35,348	36,850
110	28,779	29,669	30,586	31,869	33,212	34,620	36,089	37,627
111	29,375	30,283	31,219	32,533	33,907	35,348	36,850	38,423
112	29,985	30,913	31,869	33,212	34,620	36,089	37,627	39,235
113	30,610	31,556	32,533	33,907	35,348	36,850	38,423	40,064
114	31,249	32,215	33,212	34,620	36,089	37,627	39,235	40,915
115	31,903	32,889	33,907	35,348	36,850	38,423	40,064	41,782
116	32,574	33,581	34,620	36,089	37,627	39,235	40,915	42,671
117	33,257	34,286	35,348	36,850	38,423	40,064	41,782	43,579
118	33,957	35,007	36,089	37,627	39,235	40,915	42,671	44,507
119	34,673	35,745	36,850	38,423	40,064	41,782	43,579	45,457
120	35,404	36,498	37,627	39,235	40,915	42,671	44,507	46,428
121	36,152	37,270	38,423	40,064	41,782	43,579	45,457	47,422
122	36,916	38,058	39,235	40,915	42,671	44,508	46,428	48,437
123	37,697	38,862	40,064	41,782	43,579	45,457	47,422	49,476

2004 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
124	38,498	39,688	40,915	42,671	44,508	46,428	48,437	50,544
125	39,313	40,529	41,782	43,579	45,457	47,422	49,476	51,626
126	40,148	41,390	42,671	44,508	46,428	48,437	50,544	52,736
127	41,003	42,271	43,579	45,457	47,422	49,476	51,626	53,873
128	41,877	43,172	44,508	46,428	48,437	50,544	52,736	55,033
129	42,771	44,094	45,457	47,422	49,476	51,626	53,873	56,222
130	43,683	45,035	46,428	48,437	50,544	52,736	55,033	57,435
131	44,620	45,999	47,422	49,476	51,626	53,873	56,222	58,677
132	45,575	46,984	48,437	50,544	52,736	55,033	57,435	59,946
133	46,552	47,992	49,476	51,626	53,873	56,222	58,677	61,242
134	47,557	49,028	50,544	52,736	55,033	57,435	59,946	62,571
135	48,574	50,077	51,626	53,873	56,222	58,677	61,242	63,929
136	49,619	51,153	52,736	55,033	57,435	59,946	62,571	65,317
137	50,688	52,256	53,873	56,222	58,677	61,242	63,929	66,737
138	51,781	53,383	55,033	57,435	59,946	62,571	65,317	68,190
139	52,899	54,535	56,222	58,677	61,242	63,929	66,737	69,675
140	54,041	55,712	57,435	59,946	62,571	65,317	68,190	71,192
141	55,209	56,917	58,677	61,242	63,929	66,737	69,675	72,745
142	56,403	58,147	59,946	62,571	65,317	68,190	71,192	74,333

2004 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN</u> <u>STEP</u>	<u>1ST</u> <u>STEP</u>	<u>2ND</u> <u>STEP</u>	<u>3RD</u> <u>STEP</u>	<u>4TH</u> <u>STEP</u>	<u>5TH</u> <u>STEP</u>	<u>6TH</u> <u>STEP</u>	<u>7TH</u> <u>STEP</u>
143	57,623	59,405	61,242	63,929	66,737	69,675	72,745	75,956

2005 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
85	18,114	18,675	19,253	20,014	20,812	21,645	22,516	23,427
86	18,469	19,040	19,629	20,409	21,223	22,075	22,966	23,898
87	18,831	19,413	20,014	20,812	21,645	22,516	23,427	24,380
88	19,203	19,796	20,409	21,223	22,075	22,966	23,898	24,873
89	19,582	20,188	20,812	21,645	22,516	23,427	24,380	25,377
90	19,968	20,586	21,223	22,075	22,966	23,898	24,873	25,893
91	20,366	20,996	21,645	22,516	23,427	24,380	25,377	26,419
92	20,770	21,413	22,075	22,966	23,898	24,873	25,893	26,957
93	21,186	21,841	22,516	23,427	24,380	25,377	26,419	27,509
94	21,609	22,277	22,966	23,898	24,873	25,893	26,957	28,072
95	22,042	22,724	23,427	24,380	25,377	26,419	27,509	28,649
96	22,485	23,180	23,898	24,873	25,893	26,957	28,072	29,240
97	22,939	23,648	24,380	25,377	26,419	27,509	28,649	29,840
98	23,404	24,127	24,873	25,893	26,957	28,072	29,240	30,457
99	23,878	24,616	25,377	26,419	27,509	28,649	29,840	31,087
100	24,363	25,116	25,893	26,957	28,072	29,240	30,457	31,733
101	24,857	25,626	26,419	27,509	28,649	29,840	31,087	32,390
102	25,363	26,148	26,957	28,072	29,240	30,457	31,733	33,064
103	25,883	26,684	27,509	28,649	29,840	31,087	32,390	33,753

2005 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
104	26,413	27,230	28,072	29,240	30,457	31,733	33,064	34,457
105	26,957	27,790	28,649	29,840	31,087	32,390	33,753	35,178
106	27,511	28,362	29,240	30,457	31,733	33,064	34,457	35,918
107	28,077	28,946	29,840	31,087	32,390	33,753	35,178	36,673
108	28,657	29,544	30,457	31,733	33,064	34,457	35,918	37,443
109	29,251	30,155	31,087	32,390	33,753	35,178	36,673	38,232
110	29,858	30,781	31,733	33,064	34,457	35,918	37,443	39,038
111	30,476	31,418	32,390	33,753	35,178	36,673	38,232	39,863
112	31,110	32,072	33,064	34,457	35,918	37,443	39,038	40,706
113	31,758	32,740	33,753	35,178	36,673	38,232	39,863	41,567
114	32,421	33,423	34,457	35,918	37,443	39,038	40,706	42,449
115	33,099	34,123	35,178	36,673	38,232	39,863	41,567	43,349
116	33,795	34,840	35,918	37,443	39,038	40,706	42,449	44,271
117	34,504	35,572	36,673	38,232	39,863	41,567	43,349	45,213
118	35,230	36,320	37,443	39,038	40,706	42,449	44,271	46,176
119	35,974	37,086	38,232	39,863	41,567	43,349	45,213	47,162
120	36,731	37,867	39,038	40,706	42,449	44,271	46,176	48,169
121	37,508	38,667	39,863	41,567	43,349	45,213	47,162	49,201
122	38,301	39,485	40,706	42,449	44,271	46,177	48,169	50,254
123	39,110	40,320	41,567	43,349	45,213	47,162	49,201	51,332

2005 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN STEP</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>6TH STEP</u>	<u>7TH STEP</u>
124	39,941	41,176	42,449	44,271	46,177	48,169	50,254	52,439
125	40,788	42,049	43,349	45,213	47,162	49,201	51,332	53,562
126	41,654	42,942	44,271	46,177	48,169	50,254	52,439	54,713
127	42,540	43,856	45,213	47,162	49,201	51,332	53,562	55,893
128	43,447	44,791	46,177	48,169	50,254	52,439	54,713	57,097
129	44,375	45,747	47,162	49,201	51,332	53,562	55,893	58,330
130	45,322	46,723	48,169	50,254	52,439	54,713	57,097	59,589
131	46,293	47,724	49,201	51,332	53,562	55,893	58,330	60,877
132	47,284	48,746	50,254	52,439	54,713	57,097	59,589	62,194
133	48,298	49,792	51,332	53,562	55,893	58,330	60,877	63,539
134	49,340	50,866	52,439	54,713	57,097	59,589	62,194	64,917
135	50,396	51,955	53,562	55,893	58,330	60,877	63,539	66,326
136	51,479	53,072	54,713	57,097	59,589	62,194	64,917	67,767
137	52,589	54,216	55,893	58,330	60,877	63,539	66,326	69,239
138	53,723	55,385	57,097	59,589	62,194	64,917	67,767	70,747
139	54,882	56,580	58,330	60,877	63,539	66,326	69,239	72,288
140	56,068	57,802	59,589	62,194	64,917	67,767	70,747	73,862
141	57,279	59,051	60,877	63,539	66,326	69,239	72,288	75,473
142	58,518	60,327	62,194	64,917	67,767	70,747	73,862	77,121

2005 PAY GRADE SCHEDULE

<u>GRADE</u>	<u>MIN</u> <u>STEP</u>	<u>1ST</u> <u>STEP</u>	<u>2ND</u> <u>STEP</u>	<u>3RD</u> <u>STEP</u>	<u>4TH</u> <u>STEP</u>	<u>5TH</u> <u>STEP</u>	<u>6TH</u> <u>STEP</u>	<u>7TH</u> <u>STEP</u>
143	59,784	61,632	63,539	66,326	69,239	72,288	75,473	78,805